

## DELDOT SNOW REMOVAL REIMBURSEMENT PROGRAM – 2008-2009 SEASON REIMBURSEMENT REQUEST

### Reimbursement Instructions:

This form is to be used by "registered civic associations" when requesting reimbursement(s) from DelDOT. Please:

1. Use a **separate form for each qualified event.**
2. Attach a copy of the contractor's bill.
3. Attach the cleared check that paid the bill. (Optional – provide signed, notarized statement – see below)
4. Your reimbursement request must be received by DelDOT no later than June 5, 2009. Claims received after this date will not be processed.

If you have an **annual contract** in which you paid an agreed upon annual amount up front and mailed a copy of the contract along with a copy of the cleared check that paid the contract DelDOT will **automatically** reimburse the maximum allowed for each qualified storm capped at 75% of your paid contract cost. You do not need to complete this form but you must have previously provided DelDOT with proof that the contract has been paid.

### Mail to DelDOT:

#### ATTN: Linda Stump

DelDOT Admin. Bldg.  
P. O. Box 778  
Dover, DE 19903-0778

### Contact us at:

Phone: 302-760-2085  
FAX: 302-739-7390

### Civic Association Information:

Name of Association:

Name of Contact Person:

Contact Person Phone:

Reimbursements will be mailed to the Association Address on file. Please ensure that this address is current and correct. If the address has changed please notify DelDOT immediately so that your account record can be updated.

Date of storm: \_\_\_\_\_

### Contractor Information:

Name of Contractor:

Name of Contact Person:

Contact Person Phone:

### Daily breakdown of services and material provided by the contractor:

Note: if storm cleanup requires more than one day, it is necessary to **provide daily information.**

	Plowing Services	Materials Used (Salt/Sand)	Total Paid
Storm Date			
Starting Date of Work			
Completion Date of Work			
Total for Storm:			

### Instruct your contractor to bill for each storm separately and list the date(s) services were provided and reflect them above.

DelDOT allows the cost of materials used on the roadways and has included these changes in the snow cap formula. Materials and services used on private property such as sidewalks and driveways are not reimbursable and should be listed on invoice separately. Please ask your contractor to provide the date(s) that services were provided in their billing document so that you can properly provide them on this form. This information is necessary for our Federal Reporting needs.

### Optional Notarized Statement (for those wanting reimbursement without presenting cleared checks):

I attest to the accuracy of the information provided on this form and further attest that our association has paid or will pay the contractor the full amount billed and indicated on this form within 30 days.

\_\_\_\_\_  
Authorized representative of neighborhood association

\_\_\_\_\_  
Notary

\_\_\_\_\_  
County

\_\_\_\_\_  
Commission  
Expiration Date

Extra copies of this form are available at our website, [www.deldot.gov](http://www.deldot.gov). Click on Community Programs and Services, scroll down to Snow Removal Reimbursement Program, and click on Reimbursement Form.